

# FIELD TRIP GUIDELINES & REQUEST FORM



THIS FORM MUST BE SIGNED, DATED, AND SUBMITTED **BEFORE** THE FIELD TRIP CAN BE BOOKED. ALL FIELD TRIPS MUST BE **PAID IN FULL PRIOR TO THE FIELD TRIP DATE**. TO VIEW OUR FIELD TRIP PRICING, CLICK [HERE](#). ONCE THE COMPLETED FORM IS RECEIVED, THE MUSEUM SCHEDULING SPECIALIST WILL CONTACT YOU TO COMPLETE THE BOOKING PROCESS. **YOU MAY EMAIL THIS FORM TO [SCHEDULER@PORTLANDCM.ORG](mailto:SCHEDULER@PORTLANDCM.ORG) OR FAX IT TO 503-223-6600.**

GROUP INFORMATION	
GROUP NAME	
TRIP COORDINATOR / TEACHER	
STREET ADDRESS	
CITY, STATE, ZIP	
PHONE NUMBER	
EMAIL ADDRESS	
NUMBER OF CHILDREN / AGES OF CHILDREN	
NUMBER OF CHAPERONES (1:5 CHAPERONE-TO-CHILD RATIO REQUIRED)	

## Before you arrive

### YOUR GROUP

Your group headcount consists of any and all persons attending the trip that are associated with your school or organization. **This includes, but is not limited to, children, instructors, chaperones, parents, families and caregivers.**

### CHAPERONE REQUIREMENTS

The Museum requires one adult (18+ years old) for every 5 children, and a 1:1 chaperone-to-child ratio for groups with children experiencing disabilities. Chaperones must actively supervise, keeping eyes and ears on all children for the duration of your visit. **If the required numbers of chaperones fail to arrive on the day of your field trip, the Museum will refuse your group entry and cancellation fees will apply.**

### PAYMENT

The Museum only accepts one payment for the entire group (check or credit/debit card) and requires payment prior to the field trip date. Additional discounts do not apply, including any coupons or admission vouchers. Groups are offered accommodations and staff support beyond the scope of what is offered in Museum

membership packages. **No attendee in a group may use Museum memberships, general admission discounts, or Access Admission toward admission during the group visit.**

### When you arrive

#### BEGINNING YOUR TRIP

When **your entire group** has arrived at the Museum, send **one representative inside, to Box Office, to check in.** A Museum employee will then greet your group outside and guide them inside through the specified field trip entrance. We no longer allow group check-in or partial groups through the front entrance, unless specified by a Museum employee upon your arrival. The Museum cannot accommodate staggered arrivals.

#### GROUP VISIT TIME

All group visits are limited to their scheduled **two hours and thirty minutes, with no exceptions to this time limit.** Please arrive 15 minutes early to accommodate check-in and group greeting. **If your group arrives late, you will still be departing at your scheduled time.** We will try to accommodate your arrival.

#### NAMETAGS

For safety reasons, each student is required to wear a nametag or t-shirt with their group name.

#### BUS PARKING

Limited paid bus parking is available in Washington Park, subject to availability. Click [here](#) for more information. Bus drivers may not be group chaperones. **Portland Children's Museum is not responsible for parking availability or logistics.**

#### ADDITIONAL

Field trip attendees are not permitted in the Maker Studio or special performance spaces unless authorized by Museum staff on the day of your visit.

### Lunch

#### LUNCH ROOM REQUIREMENTS

Lunch rooms are available for groups and may be reserved for an additional fee. Space is limited, and advance reservations are required. The Museum will provide a bin to groups with lunch rooms reserved in order to store lunches until the designated lunch time slot begins. All other personal items should remain in your buses or vehicles. **Groups that have not reserved lunch rooms may eat only in the Outdoor Adventure exhibit or in the field to the right of the Museum. The Museum cannot store lunches for groups that have not reserved lunch rooms. Groups may not consume any food or beverage in the café seating area or anywhere outside of the designated lunch areas.**

### Changes to your reservation

#### ADJUSTING HEADCOUNT

If your numbers change after your reservation has been made, please call the Scheduling Specialist at (503) 471-9911, or email [scheduler@portlandcm.org](mailto:scheduler@portlandcm.org), no later than one week before your visit. **After this time has passed, non-confirmed guests exceeding the reserved amount will be charged the general all-day fee at Box Office on the field trip date.**

#### CANCELLATIONS

To cancel, you may email [scheduler@portlandcm.org](mailto:scheduler@portlandcm.org) or call (503) 471-9911. Cancelled field trips with unpaid invoices will result in a \$50 up-front, nonrefundable deposit for all future trip bookings. **Payment is fully refundable, less any required deposits, if canceled 14 days before the scheduled trip. Field trips canceled between 14 days and 24 hours before the scheduled party will incur a minimum \$50 cancellation fee.** Groups that do not call 24 hours prior to the field trip to cancel, or that fail to show up for the scheduled field trip, will forfeit their payment. Only one schedule change is allowed per group after the original booking, and it must take place a minimum of 7 days before the field trip. All subsequent changes will result in a \$20 administrative fee per each charge.

I HAVE READ AND FULLY UNDERSTAND ALL THE PORTLAND CHILDREN'S MUSEUM GROUP GUIDELINES AND AGREE TO ENSURE ALL THE CHAPERONES HAVE A COPY OF AND UNDERSTAND THESE GUIDELINES.

-----  
SIGNATURE OF LEAD CHAPERONE

-----  
DATE